



---

## MINUTES

Wednesday, June 8, 2005

8:30 a.m. – 10:30 a.m.

Missouri Department of Transportation, Creek Trail Drive

The June 8, 2005 meeting was called to order at 8:30 a.m. by Co-Chairs Micki Knudsen and Les Balty.

Les Balty presented Steve Hope with a certificate on his outstanding performance as previous co-chair.

### **Agenda Items**

#### **FY '07 Pay Plan Hearing Recommendations – Micki Knudsen, Mo-DOT\***

The draft letter to be presented on behalf of SHRMC at the FY07 Pay Plan Hearing was discussed. It was suggested that a change be made to include a reference to turnover rates and other minor changes. The revised letter will be sent out in advance of the hearing. Micki Knudsen will submit the letter and testify on behalf of SHRMC. Gary Fogelbach related that, in discussing state salaries with the Government Review Commission, a comment was made that perhaps benefits should be factored into salary comparisons.

Jane Frew asked Gary how Missouri State employees' benefits compare to other states. Gary replied that, for the most part, other states have similar benefits. OA Division of Personnel will be looking at some benefit comparisons. It was agreed that this could be a topic of discussion at a future SHRMC meeting.

#### **Continuity of Operations – Les Balty, DLIR\***

Micki met with John Burgher from Ciber, Inc. regarding OA/SEMA's COOP-COG Project. Mr. Burger provided a list of questions that need to be answered.

SHRMC has agreed to form a working group to assist Ciber with the project. Les Balty will lead the effort and is looking for volunteers to be on a sub-committee. Steve Hope and Tom Fast volunteered. Micki stated that someone from MoDOT would also be on the sub-committee. This sub-committee will meet with SEMA.

Gary Fogelbach mentioned that OA Division of Personnel has put together a draft policy covering issues regarding leave and pay in the event of an emergency. The policy is similar to the provisions related to the Inclement Weather policy. Because it is still in draft form, it is not yet available for distribution.

### **SAM II Update – Vandee DeVore (for Jan Heckemeyer), Office of Administration**

Starting on the July 15 paycheck stubs, the first five digits of the social security number and the first 4 digits of the bank account number will be replaced by asterisks. Each department needs to make sure employees' social security numbers are correct in SAM II.

Electronic payroll notification will take the place of payroll stuffers. This will be posted to the State web page. The departments have some different options on how to notify their employees:

1. A one time notification telling them of the website.
2. Post a link on their internal web page.
3. Include the link in their weekly/monthly newsletter.
4. E-mail the link every time there is a new payroll notification.
5. Print and post on the office bulletin board.

OA will be sending out a test run to employees by the end of the month.

Janice asked about the State Fair stuffer. Vandee replied that she has not heard anything from the State Fair. She was concerned that last year the State Fair wanted original coupons and not copied ones, but they will work with them on the coupon issue.

### **OA Update – Gary Fogelbach, Office of Administration**

The Quarterly HR Directors Forum meeting is set for June 25 at 8:30 a.m. If you have something that you would like to be added to the agenda, please let them know by June 15.

As of the date of the meeting, the Governor still has not signed Senate Bill 367. **(However, it was subsequently signed.)**

A brief update was provided regarding the electronic application system. Thus far, approximately 4000 people have submitted applications under the new system. There have been 3900 applications completed for 8300 jobs. They are still working on some technical problems regarding e-mails. Some applicants may not be receiving the confirmation e-mails from OA because of the applicant's internet service provider has blocked the e-mail as spam. This is an ISP problem. Applicants should be getting an e-mail back on when they are schedule for a written exam (if applicable) or what their grade/score is. They may also not receive their confirmation e-mail if they applied from a public e-mail site and have not set up their e-mail address in the electronic application system correctly. Sixty percent of the Correction Officer positions are applying on-line. Some questions that applicants have are why their scores are lower and eligibility. But overall, the process is working very well.

### **Other Announcements**

#### **Annual Leave Sweep – Micki Knudsen, MoDOT**

Micki thanked everyone for their responses to the e-mail she sent out on May 20. At the meeting next month, she will have a chart showing everyone's responses. MoDOT will likely start taking the next steps to request consideration of a change in date of the annual leave sweep.

**SHRM Certification Preparation Course – Cheri Swales, DESE**

Reminder – If interested, please sign up for the SHRM Certification Preparation Course through Williams Woods. The class starts on September 12. There are six in-state people and two out of state people that have signed up to take the class. This information is on the SHRMC website or contact Cheri Swales at DESE.

**CO-CHAIR ELECTS – Micki Knudsen, MoDOT**

Micki asked for volunteers for the co-chair elects for next year. They are needed for the Executive Committee.

**Next SHRMC Meeting: July 13, 2005, 8:30 a.m.**

**Location: MoDOT, 1320 Creek Trail Drive, Conference Room I-70**

**Meeting adjourned.**

**\*THE HANDOUTS FOR THESE TOPICS ARE BELOW. THE FINAL VERSION OF THE LETTER TO THE PAB IS ALSO BELOW.**